



## **COUNTY OF SAN DIEGO**

### **DEPARTMENT OF PLANNING AND LAND USE: Zoning**

### **TENTATIVE PARCEL MAP APPLICANT'S GUIDE**

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Requirements for processing Tentative Parcel Maps for Minor Subdivisions are based on the County Code (Title 8, Division 1, known as the Subdivision Ordinance) and procedures of the County Departments of Planning and Land Use, Public Works and Environmental Health.

Application requirements for processing a proposed Tentative Parcel Map are listed and described on the attached Applicant Check List (DPLU #249A). The Check List should be used to verify that an application is complete before it is submitted to the County. If the application is not complete, it may not be accepted for processing.

Pre-application conferences are available to assist the public. An hourly fee is charged, check with the Zoning Counter for the current rates. A pre-application conference is often recommended when there appears to be issues which should be discussed with professional staff before a Tentative Parcel Map proposal is drawn in final form. Contact the Zoning Counter for more information.

When an application is ready for filing, the applicant must call (858) 694-2262 to set up an appointment to submit the application. The appointment system has proven to be very helpful in eliminating the need for an applicant to wait in line at the counter while other people are being helped.

Information concerning Replacement Maps, Revised Tentative Parcel Maps, Expired Tentative Parcel Maps and Time Extensions can be obtained from the Zoning Counter in person or by phone (858) 694-2262.

### **TENTATIVE PARCEL MAP – APPLICANT CHECK LIST**

**NOTE TO THE PUBLIC:** Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete or is affected by a County moratorium, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your Tentative Parcel Map submittal.

#### **PART I: MORATORIA**

The County Code prohibits acceptance of Tentative Parcel Maps for projects located in certain areas. If your project is located in any area affected by a moratorium, call Zoning/Subdivision Information (858) 694-2262 to find out whether it can be accepted for processing.

**NOTE:** MORATORIA ARE SUBJECT TO CHANGE. PLEASE CONSULT THE DEPARTMENT OF PLANNING AND LAND USE FOR CURRENT RESTRICTIONS.



DPLU-249A (12/10)

## **PART II: FEES AND DEPOSITS**

All required fees and deposits must be paid on submittal of application. Checks are made payable to the "County of San Diego." Two party checks are not acceptable.

**NOTE:** FEES ARE SUBJECT TO CHANGE. PLEASE CONSULT THE DEPARTMENT OF PLANNING AND LAND USE FOR CURRENT FEES.

## **PART III: DOCUMENTS**

- ☐ **Discretionary Permit Application** form (DPLU#346).
- ☐ **Evidence of Legal Parcel.** (DPLU#320). See Policy G-3. Top half must be completed and signed.
- ☐ **Deed.** A copy of the recorded deed by which the subject property was acquired by the owner.
- ☐ **Preliminary Title Report.** All applications must include two (2) copies of the Preliminary Title Report not more than six months old.
- ☐ **Ownership.** If the owner is a corporation, a list must be submitted giving names of all the stockholders, the total shares of stock issued and the number of shares held by each stockholder. If the owner is a partnership, a legal document must be submitted showing all names of the general and limited partners. If the ownership is held by a trust, the trust papers must be submitted.
- ☐ **Fire Service Letter.** DPLU #399F must be completed and signed by the district or public agency which would provide fire service for the project.
- ☐ **Water Service Letter.** If public water is proposed, DPLU #399W must be completed and signed by the district or public agency which would provide water service for the project.
- ☐ **Sewer Service Letter.** If sewer service is proposed, DPLU #399S must be completed and signed by the district or public agency which would provide sewer service for the project.
- ☐ **School Service Letter.** Each affected school district (elementary, junior and senior high) must complete and sign DPLU #399SC. Property zoned other than residential or agricultural may be exempt.
- ☐ **Acknowledgement of Filing Fees and Deposits** (DPLU #126)  
Applicant should sign the back half of the application to acknowledge that there may be additional deposits required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors Policy B-29).
- ☐ **Subdivider Certification Regarding Remainder Parcel** (DPLU #718).

- ☐ **Public Notice** (See DPLU #515 for detailed instructions). This Department must notify all owners of property within 300 feet of the land division and a minimum of 20 different property owners (Board Policy I-49). In order to complete the notification, the following must be submitted with the application:

- ☐ For all property lying wholly or in part within 300 feet of the boundaries of the land proposed for division (or beyond as necessary): From the latest assessment roll, a typed list of Assessor's Parcels in numerical order with the names and addresses of the property owners. Give the source of this information. Refer to Form DPLU #516.
- ☐ Stamped (use **ONLY USPS "Forever" stamps**), business size envelopes (4"x 9½"), addressed to those same owners as listed on the equalized assessment roll, or alternatively, from such other records of the County Assessor's and Tax Collector, which contain more recent owners' name and addresses. Only one notification per address is required in those cases where one owner owns several contiguous parcels.
- ☐ A complete, typed "Notice of Proposed Minor Subdivision" Form DPLU #277.
- ☐ A copy of the Assessor sheet(s) showing the entire property being subdivided (outlined in red) and all property lying wholly or in part within 300 feet of the boundaries (outlined in green).
- ☐ Public Notice Certification Forms DPLU #514 AND #299 completed. Sign and date these forms.

PLEASE NOTE: Additional processing of notices will be required of applicant after a TPM number has been assigned.

- ☐ **Notice of Proposed Subdivision Activity.** (DPLU# 277) must be completed and a vicinity map prepared according to the instructions.

☐ **Environmental Documents.**

- ☐ Four (4) copies of AEIS (DPLU #367), USGS Map with site marked and photos with directions marked.

**OR**

- ☐ Four (4) copies of Request to Review Prior Environmental Documents (DPLU #366), and one(1) copy of the original AEIS (DPLU #367), USGS Map with site marked and photos with directions marked.

**OR**

- ☐ Urban Minor Subdivision Environmental Review Exemption (DPLU #314).

**OR**

- ☐ Exempt if it is a condominium conversion.

**OR**

- ☐ Special Handling Form (DPLU #341) completed by a DPLU staff planner/analyst.

- ☐ **Slope Analysis.** Two (2) copies of a Slope Analysis signed by a registered civil engineer, licensed land surveyor, architect or landscape architect. If a Tentative

Parcel Map is located in an area designated any of the following land use designations, a slope/density analysis is required: Urban Residential #1, Estate Residential #17, Multiple Rural Use #18, Intensive Agriculture #19, National Forest and State Parks #23 and Impact Sensitive #24. Refer to Form DPLU #151 and DPLU #374 for further information.

- ☐ **Resource Protection Ordinance.** A Resource Protection Ordinance Study is required to determine if sensitive lands are located on the property and whether the Resource Protection Regulations should be applied. Please refer to DPLU #374 and #394 for additional information.
- ☐ **Storm Management Plan.** Two (2) copies of a Stormwater Management Plan. (Refer to Stormwater Management Plan Requirements handout for further information.)
- ☐ **Preliminary Grading Plan.** Five (5) copies of a Preliminary Grading Plan must be filed with each Tentative Parcel Map showing graded building site elevations and grading proposed for the creation of feasible building sites on each lot together with driveway access thereto and for construction or installation of improvements.
  - ☐ The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TPM for the project.

#### **PART IV: MAPS**

- ☐ **Master Parcel Plan.** A Master Parcel Plan must be filed with a Tentative Parcel Map which proposes creation of three or more parcels and which could be further divided into a total of five or more lots as allowed by the General or Community/Subregional Plan. (Refer to DPL Codes Policy S-9 for the requirements.) Three (3) copies of the Master Parcel Plan must be submitted when required.
- ☐ **Map Requirements.** A Tentative Parcel Map will not be accepted for processing if the map is inadequate. The map must meet the criteria and show the information listed below.
  - ☐ **Legible Drawing.**
  - ☐ **Size.** Each Tentative Parcel Map must be on one or two sheets. If on two sheets sets must be stapled together. The size must be 18" x 26" but shall not exceed 36" in width. The map must be drawn to an engineer's scale, such as 1" = 200'. A one-half inch plank margin must be maintained.
  - ☐ **Number and Type.** see coversheet of application; (If the project area falls in the I-15 corridor or is a new condominium, a Site Plan must be filed concurrently.)
- ☐ **Complete Land Division Statement** Form DPLU #240
  - ☐ a. Owner's Certification Statement signed under penalty of perjury pursuant to Section 81.603 of the Subdivision Ordinance.

- ☐ b. Sufficient legal description, including Section, Township and Range if appropriate, of the land to define the boundaries of the Tentative Parcel Map, including Assessor's Parcel Number. Assessor's Parcel Number alone is not acceptable.
- ☐ c. Name, address, telephone number and signature of the person who prepared the Tentative Parcel Map and, if prepared by a registered civil engineer or a licensed surveyor, their registration number.
- ☐ d. Name, address, telephone number and signature of all owners and of applicant if it is different from that of the owner(s). If it is a corporation, partnership, etc., indicate title of signer.
- ☐ e. Location and status of access to subject property from a publicly-maintained road.
- ☐ f. Zoning box with all designators and the proposed use of each lot. Zone boundaries must be shown on the Tentative Parcel Map if more than one zone applies.
- ☐ g. Land use designation(s) of the property as shown on the Regional Land Use Element and the applicable Community or Subregional Plan. Name the plan area. If a Specific Plan, state land use designation(s) of the Specific Plan and name the plan area. Land use designation boundaries must be shown on the Tentative Parcel Map if more than one designation applies.
- ☐ h. **General Plan Slope Analysis Table** (if applicable). Table showing average slope for each parcel of the map if the Tentative Map is located in an area within any of the following land use designations: Urban Residential #1, Estate Residential #17, Multiple Rural Use #18, Intensive Agriculture #19, National Forest and State Parks #23 and Impact Sensitive #24. Refer to Form DPLU #151 and DPLU #374 for further information.
- ☐ i. Source of domestic potable water supply and sewage disposal for each lot.
- ☐ j. Name of district or agency providing fire protection to subject property.
- ☐ k. Name of applicable school district (include both that of the High School and Jr. High/Elementary School, if applicable).
- ☐ **Associated Requests.** Permit application numbers, if previously submitted.
- ☐ **Solar Access Statement.** A note must be placed on the Tentative Parcel Map stating:

"All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling/commercial/industrial unit allowed by this subdivision (with the exceptions of parcel(s) \_\_\_\_\_."

When parcels less than one acre are proposed, the statement must be signed by a registered civil engineer or licensed land surveyor. A statement supporting the exception of any lot/parcel from solar access must also be signed by a registered civil engineer or land surveyor.

☐ **Required Data.** The following data must appear on each Tentative Parcel Map:

- ☐ a. Dimensions and gross and net area of each parcel.
- ☐ b. Parcels numbered in consecutive order beginning with Parcel 1.
- ☐ c. Scale of the map and north arrow. (Engineer's scale, i.e., 1" = 100', 1" = 200', etc.)
- ☐ d. Vicinity map. Unless other specific location information (reference points) is provided, the approximate distance to a public street or highway must be indicated in feet to the nearest one-tenth of a mile, as well as a distance from some known location to the project boundary.
- ☐ e. Width and approximate locations of all existing and proposed easements, including rights-of-way and flowage and utility easements, whether public or private, recorded or unrecorded.
- ☐ f. Locations, widths and approximate grades of all existing and proposed highways, streets and road easements within and adjacent to the Tentative Parcel Map, including names of public streets and officially named private road easements.
- ☐ g. Approximate radii of all curves.
- ☐ h. Typical cross sections of street improvements, drainage facilities and other improvements proposed to be constructed and installed, including cross sections of streets and easements serving the property.
- ☐ i. Adequate topography and contours (5 foot contours if available) along with the locations, widths and directions of flow of all watercourses within the proposed Tentative Parcel Map and within 100 feet of the boundaries thereof, with parcel design superimposed thereon, together with a note indicating the source of the data used. Actual elevations must be shown on the map.
- ☐ j. If the topography is based on Department of Public Works topographic map(s), identify map number(s).
- ☐ k. Buildings within the proposed division of land and within 100 feet of the boundaries thereof. All buildings or structures must be identified as to use and their distances from all existing and proposed buildings, property boundaries and easement lines. Buildings which are to be removed must be so noted on the map.

- ☐ I. Approximate location and width of any Circulation Element roads within the proposed division of land. Contact the Department of Public works, Route Location Group, at (858) 694-3246 to determine the desired location.
- ☐ **Vesting Tentative Map.** A Vesting Tentative Parcel Map (Section 81.1201 et seq.) shall have printed conspicuously across its face the words "Vesting Tentative Map" (Government Code Section 66452(b)). A Vesting Tentative Map also requires the filing of a complete Site Plan at the same time (Section 81.1203b).
- ☐ **Condominium Map.** A Tentative Parcel Map for proposed condominiums must contain the following note:
- "This is a map of a condominium project as defined in Section 1350 of the State of California Civil Code, the maximum number of units is \_\_\_\_\_."
- ☐ **Condominium conversions and new condominium, additional requirements.** Show building footprint(s) with labeling of all structures, walkways, recreational facilities, driveways, parking places and trash areas. Indicate, by table, the number of dwelling units by number of bedrooms (e.g., 1 studio, 2 one-bedroom, 1 two-bedroom, etc.).

#### **PART V: GROUNDWATER ORDINANCE**

YES NO

- ☐ ☐ Is this Tentative Parcel Map subject to the County Groundwater Ordinance (Ord. #7994)? A project is subject to the Ordinance when it proposes the use of groundwater.
- ☐ ☐ If the project is subject to the Groundwater Ordinance, do the proposed parcels meet the minimum sizes required by Section 67.722 of that Ordinance; or, the applicant will be notified through a scoping letter of the requirements for a groundwater investigation as required by Section 67.720 or 67.721 of that Ordinance.

#### **NOTE:**

***THE COUNTY SUBDIVISION ORDINANCE AND THE SUBDIVISION MAP ACT PROVIDE THAT NO PARCEL OF LAND MAY BE SOLD, LEASED, CONVEYED OR TRANSFERRED, AND NO BUILDING PERMIT SHALL BE ISSUED UNLESS A TENTATIVE PARCEL MAP HAS BEEN APPROVED BY THE DIRECTOR OF PLANNING AND LAND USE, A PARCEL MAP HAS BEEN APPROVED BY THE COUNTY DEPARTMENT OF PUBLIC WORKS AND THE PARCEL MAP FILED IN THE OFFICE OF THE COUNTY RECORDER.***